

RESTRICTED

Security Information

Records Management Program

Not used 1/9/59

PROPOSED REVISED
COURIER RECEIPT
FORM AND PROCEDURE

Prepared By:

Records Management & Distribution Branch
General Services Office
Central Intelligence Agency
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AGENCY REQUIREMENT

In transmitting classified material by courier, either within CIA or outside the Agency, mail receipts must be prepared for material that is classified above restricted.

FORM

Present

Form 35-16 is being used for confidential and secret material and Form 35-16A is used for top secret material. To readily distinguish these forms Form 35-16A is printed on pink paper while Form 35-16 is printed on white paper.

Proposed

The form will be prenumbered when printed and will be divided by perforations into three sections. A special series of numbers will be reserved for top secret material only. This group will be printed on colored paper to distinguish it from the regular receipts.

PROCUREMENT

These forms are made up in booklet form and are procured through the Building Supply Office stock rooms.

Requisitions will be filled by the Mail Control Section, which will order and stock the forms. A control on the numbers will be kept and a certain series of numbers will be assigned each office.

PROCEDURE

The receipt is prepared by hand in duplicate by the office having material to be transmitted. The original is detached from the book and attached with scotch tape to the envelope in which the material is to be transmitted. The envelope is also addressed to agree with the receipt.

When a pick-up is made, the courier signs both the original and the duplicate copies and also indicates the time of the pick-up. The carbon remains in the booklet which is retained by the office of origin.

The original is detached from the envelope at the time of delivery and signed by the recipient. The courier carries the receipt back to the Courier office where it is filed according to the date.

The top section of the form will have a gummed back which can be glued to the envelope in which the material is being transmitted. This will serve as the upper portion of the receipt and as the address on the envelope.

At the time of pick-up, the courier signs both sections of the receipt and also records the time of pick-up. Lower portion will be detached and remain in the office of origin.

The middle section will be signed by the recipient at the time delivery is made. This section is then detached and returned by the courier to the Courier Office to be filed by number.

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COMPARATIVE FEATURES

Present

1. Each office numbers its receipts as used.
2. Receipts are filed in the Courier Office by dates of origin.
3. Carbon paper required to make originating office copy of receipt.
4. Office copy of receipt stays in book, therefore receipts must be handwritten.
5. Necessary to address an envelope.
6. Scotch tape required in attaching receipt to envelope which sometimes mars or results in tearing of the receipt when detaching it.
7. Courier now required to sign the original copy attached to the envelope and the duplicate copy which is retained in the booklet.
8. 117 letters and figures are required to complete the receipt and address the envelope in the sample case.

Proposed

1. Receipts will be prenumbered and each office assigned certain numbers.
2. Receipts will be filed by numbers which will facilitate sorting and filing.
3. No carbon paper required.
4. Forms may be inserted in typewriter when large volume is used.
5. No addressing of envelope required.
6. Entire receipt will be attached to the envelope by gummed back of the address section.
7. Entire receipt attached to outside of envelope will be readily available for courier's signature and will reduce possibility of signing for material he does not pick up.
8. In the sample case 106 letters and figures are required to complete the receipt including the address. On the basis of this sample, about 10% less writing would be required on the approximate 1300 courier receipts prepared daily.
9. Identification of material will appear only on the portion of the receipt retained by the originating office.

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Form DS-406
11-9-49

THIS SECTION IS TO BE FILLED IN AND
RETAINED BY SENDER

CLASSIFIED MATERIAL RECEIPT

Date _____

A- 122878

Sent to _____

(Messenger's signature)

Identification _____

16-50308-2 GPO

TO:

A- 122878

FROM:

THIS SECTION IS TO BE ADDRESSED BY
SENDER AND AFFIXED TO ENVELOPE

16-50308-2 GPO

RETURN RECEIPT TO SENDER:

A- 122878

TO BE FILLED IN BY SENDER.

(Signature of addressee)

RECEIPT WILL BE RETURNED TO SENDER BY REGULAR MESSENGER SYSTEM

16-50308-1 GPO

MESSENGER RECEIPT

A- 122878

[Date stamp and hour of receipt (or office
symbol, date and hour of receipt)]

TO BE RETURNED BY MESSENGER TO CENTRAL MESSENGER UNIT

16-50308-2 GPO